

Chief, Management Staff

28 October 1954

Chief, Records Management Division

Weekly Report - Week Ending 27 October 1954

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1. [] attended the Seventh Annual International Systems Meeting of the Systems and Procedures Association of America in New York City for the purpose of obtaining current information with respect to items of concern to our functions.
 2. The new order for safe-type filing equipment, originated by Logistics Office, includes specifications approved by this Division to make them suitable for the use of all types of filing requirements.
 3. Inactive records transferred to the Records Center amounted to 110 cubic feet, the equivalent of 14 4-drawer, legal cabinets.
 4. The Logistics Office has notified us that a contract has been awarded for steel shelving for the new Records Center providing for delivery on 20 December.
 5. Approximately 80% of the employees of this Division have subscribed to the Community Chest campaign.
 6. A separate report is being submitted to you on the relative progress of the Records Management Program throughout the Agency.

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Report for Week Ending 27 October 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

European and Far East tests have been delayed pending (1) personnel changes in the [] of DD/P and (2) return of a key official from the Far East on rotation. Assurances were recently received that both events have taken place and tests can be expected to start soon. We will follow up to insure speedy action. Project 47% complete.

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Project 4-86 - Forms Index

Verification of reports and posting of changes to official records continues. Project 78.6% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change from previous report. Project 10% complete.

Hoover Commission

Further action has been suspended pending clearance to discuss Agency and Departmental reports with officials of State, Justice and Agriculture. A special report was sent to the Commission

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Individual and Group Information Report Evaluations

Final specifications have been written and cleared with DD/P. Coordination of ARO, FI/DD/P is being obtained prior to procurement. The Group Information Report Evaluation will be procured on NCR (No Carbon Required) paper.

General Information

1. RAF Forms Management. Review of an Air Ministry order (Great Britain) disclosed a number of significant facts relative to management of forms by the RAF.

a. Forms are numbered in straight numerical sequence.

b. Related forms in a series are designated by addition of an "a", "b", "c" etc. to the basic number.

c. There is a strong correlation between forms procedures (which are quite detailed) and issuances.

d. Visible filing equipment is being installed to handle all officer's records on a decentralized basis.

e. Forms are centrally stocked and are initially distributed down to using units to speed installation of systems.

2. It is interesting to observe the similarity of systems and methods between the RAF and those generally advocated in this country.

SF50 Staff Study

Proposal to use a modified SF50 for authentication and notification of official personnel actions involving employees paid from confidential funds has been received for review and concurrence. If adopted, use of SF52 Request for Personnel Action would be discontinued for this purpose.

Logistics Instruction LI43-100-1

Proposed instruction establishing a Logistics Forms Management Program is being reviewed at the request of the Logistics ARO. ✓

Summary of Individual Actions

	No. of Requisitions	No. of Copies
New	4	18,600
Revisions	12	129,650
Reprints	5	42,500
Overprints	-	-
Other Forms	1	5,000
Total	22	195,750

Redesignated 14

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Report for Week Ending 27 October 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

- a. Reports Management - No change in program status. Project is 20% complete.
- b. Correspondence Management - A small quantity of new material has been added to the Correspondex. Copies of sample Correspondex pages have been prepared for review by the interested offices. Some coordination has been completed. Review of the Regulatory material is 99% complete.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

DDP/Admin completed its review of the master copy. The only change that evolved from this review was a slight restatement of the Foreword to provide exception to the Handbook for specialized formats peculiar to covert correspondence. With completion of the index today the Handbook is ready for submission to Regulations Control Staff.

General Information

- a. Program Promotion - Discussed reports management and correspondence management programs with the Chief and Assistant Chief, Administrative Staff, ORR. Response to both programs was enthusiastic.
- b. Correspondence Management Brochure - ORR Graphics reported that sketches for the pamphlet are 90% complete.
- c. Pamphlet "Analyzing Reports" - ORR Graphics is preparing covering.

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Chief, Reports & Correspondence
Management Branch

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Report for Week Ending 27 October 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of General Counsel

No change from previous report. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is 75% complete.

Project 4-116 - Security Office

No change from previous report. Project is 85% complete.

Project 5-2 - Office of National Estimates

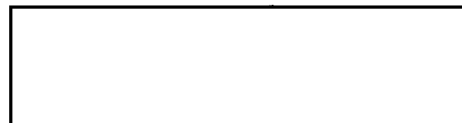
No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 162 describable items covering an estimated 1690 linear feet of records have been listed. Project is continuing and is approximately 20% complete.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.



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Report For Week Ending 26 October 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

Logistics	21	Cubic Feet
O C D	19	" "
Comptroller	10	" "
DD/P	4	" "
O S I	3	" "
Training	2	" "
O R R	1	" "
Sub-total	60	Cubic Feet
Finished Intell.	50	" "
Total	8) 110	Cubic Feet
	13.7	Cabinets

Total accessions to date - 319.

General

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The manufacturer of the steel mesh access doors for the vault areas has reported that he can not provide for the use of three way combination locks on the doors. [redacted] have 25X1 agreed on the use of a cylinder type lock with optional use of three way combination padlocks.

25X1 [redacted] a new member of the Management Staff, paid the Center a visit.

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Report for Week Ending 27 October 1954 from
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 25% complete.

Project 4-81 - Security Desk Trays

Project is approximately 88% complete. The final orders for the trays have now been received. Eighteen Area Records Officers are participating in the project and have ordered a total of 1189 trays. This represents an estimated savings of 132 four drawer legal sized safes.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, [] 25X1

No change from previous report. Project is approximately 99% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

No change from previous report. Project is approximately 61% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. This project is approximately 62% complete.

The quarterly microfilming of Vital Materials in the Office of Personnel has been completed. At the request of Military Personnel Division an additional file was filmed. This file has been added to the existing vital materials schedule and will be filmed annually.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials Requirements

Project is continuing and is approximately 60% complete.

General Information

1. The Supply Division requested concurrence of a requisition for a large order of safe file cabinets. This requisition included modifications requested by the Records Management Division. It is being submitted to the General Services Administration in order that a contract for their purchase may be given to any company which meets the requirements and passes the tests now being conducted.

2. Meetings were held with [redacted] of 25X1
Communications to determine whether or not the proposed depositing of
IAC cables by OCD would duplicate present cable deposits. [redacted] 25X1
stated that the Signal Center did not deposit IAC cables
stated that they deposit very few IAC cables on a very selective basis.

3. A survey is being conducted to determine the approximate number of
standard file folders required by different offices in the Agency before
1 January in order to set up their 1955 files. Area Records Officers
have been contacted and the majority of the requirements have been
received.

This information will be submitted to Logistics in order that an adequate
supply of standard folders will be available in the different Building
Supply Offices when needed.

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